



Zoom

Kozi ya Mini



Baraza la Mipango ya Kijamii Ottawa

Malengo ya Kozi

Kozi hii fupi itakujulisha **Kuza**, zana maarufu ya mikutano ya video inayotumika kwa mikutano, mitandao ya kijamii na mikusanyiko ya kijamii mtandaoni.

Kufikia mwisho wa kozi hii ndogo, utaweza:

Jiunge au karibisha mkutano wa Zoom

Tumia vidhibiti vya msingi (nyamazisha, video, gumzo)

Shiriki skrini yako

Kaa salama na salama kwenye Zoom



Ni nini **Kuza**?

Zoom ni programu (na tovuti) inayokuruhusu kutengeneza **simu za video au sauti** na watu popote pale duniani.

Inatumika kwa mikutano ya biashara, madarasa ya mtandaoni, gumzo la familia na mengine mengi.

Inapatikana kwenye kompyuta, simu mahiri na kompyuta kibao.

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Accomplish more in less time with New AI Companion. [Learn more](#)

Powering human connection through an AI-first work platform

Make virtual meetings more impactful with an AI-first platform. Zoom Workplace helps you connect, collaborate, and complete projects faster.

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Unda a **Kuza** Akaunti iliyounganishwa na **Gyayagina** Akaunti (Hatua 5)



Hatua ya 1:

Bonyeza "Ingia kwa kutumia Google" Kitufe



Sign in

Email or phone number

Next

Or sign in with



SSO



Apple



Google



Facebook



Microsoft

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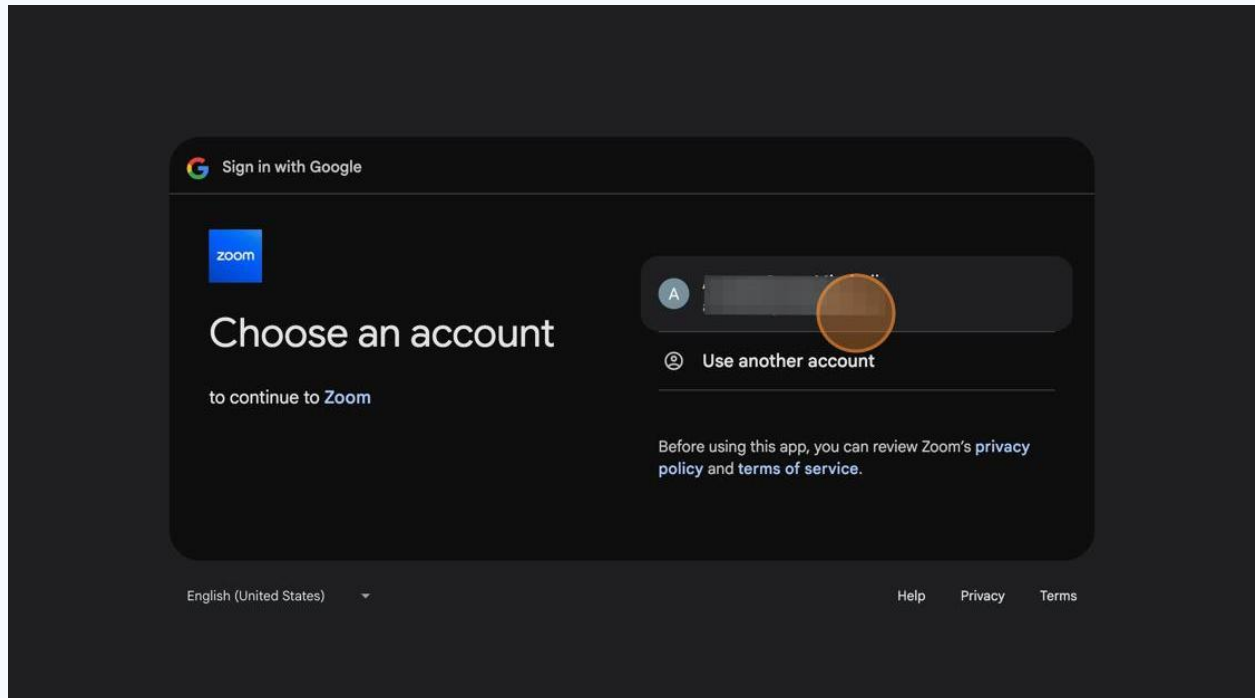
Zoom is protected by reCAPTCHA and the [Privacy Policy and Terms of Service](#) apply.



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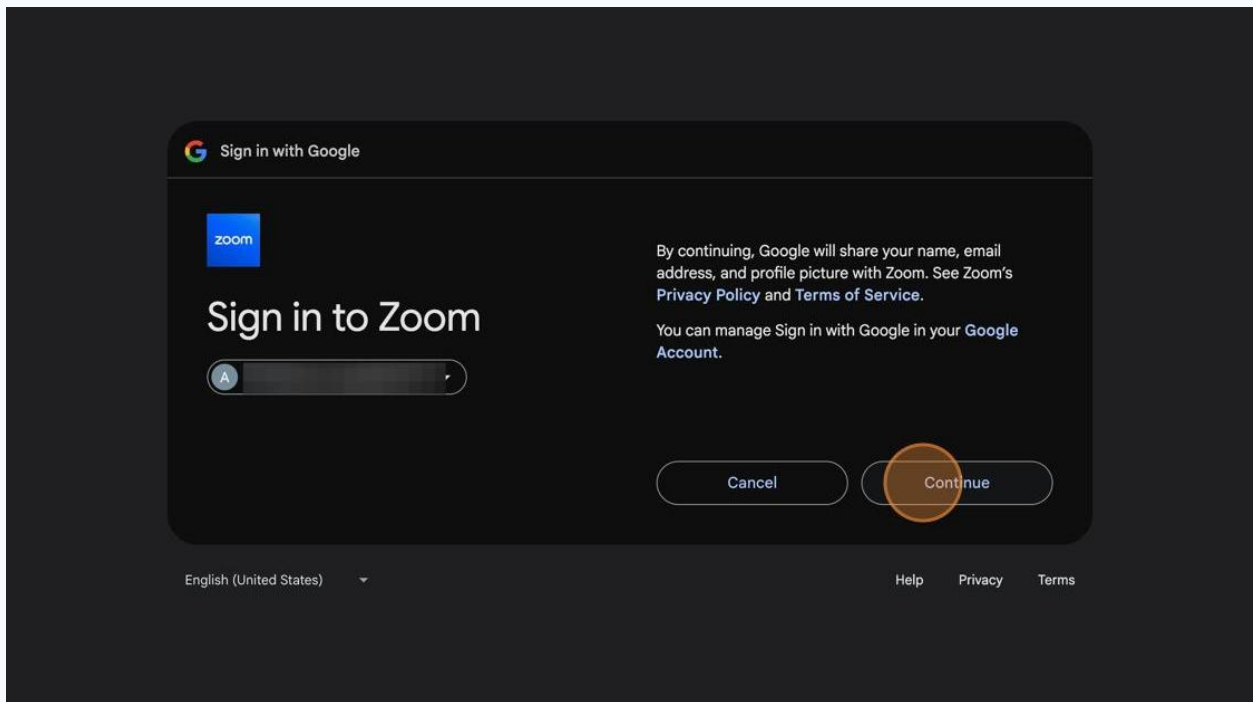
Hatua ya 2:

Ingia katika Akaunti yako ya Google



Hatua ya 3:

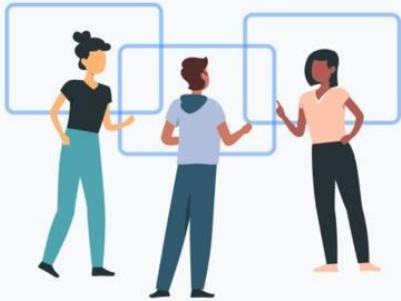
Soma na ukubali masharti ya matumizi



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Hatua ya 4:

Thibitisha Umri na Bofya "Endelea"



Verify Your Age

Please confirm your birth year. This data will not be stored.

Birth Year
1990

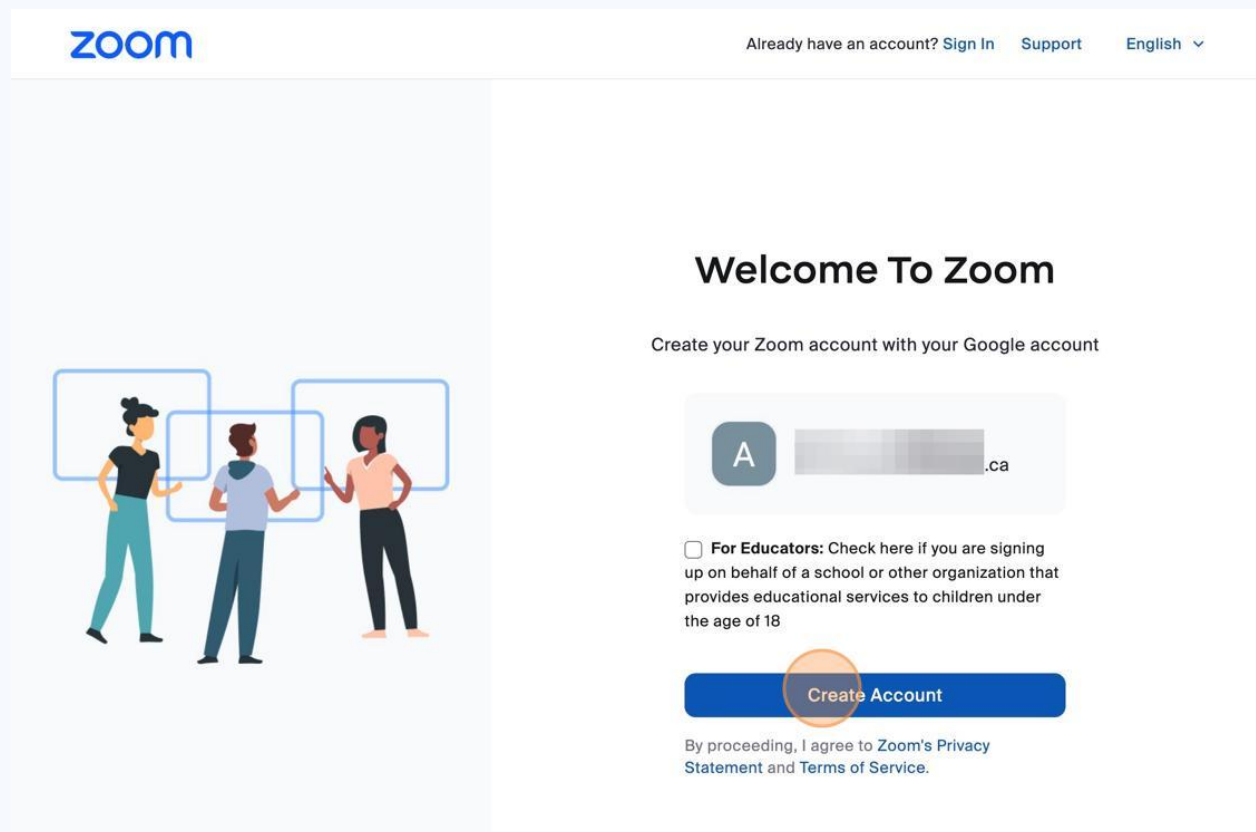
Continue



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Hatua ya 5:

Bofya "Unda Akaunti" ili kusanidi



zoom

Already have an account? [Sign In](#) [Support](#) [English](#) ▾

Welcome To Zoom

Create your Zoom account with your Google account

For Educators: Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

[Create Account](#)

[By proceeding, I agree to Zoom's Privacy Statement and Terms of Service.](#)



Mwenyeji na ratiba **Kuza** mikutano (Hatua 4)

Jisajili: Fungua akaunti bila malipo kwa zoom.us.

Panga au anza: Bofya **Mkutano Mpya** kuanza mara moja, au
Ratiba kwa baadaye.

Waalike wengine: Nakili kiungo cha mwaliko na utume kupitia
barua pepe, maandishi au WhatsApp.



Hatua ya 1:

Bofya "Ratiba" ili kusanidi mkutano kwa tarehe ya baadaye

The screenshot displays the Zoom web interface. On the left is a navigation sidebar with options: Meetings, Recording, Whiteboards, Notes, Clips, Docs, Tasks (marked with a 'NEW' badge), Discover More Products, My Account, Admin, and Support. At the bottom of the sidebar is an 'Upgrade to Pro' button. The main content area features a 'Manage Plan' button and a 'View Plan Details' link. A central pop-up window titled 'Enhance your meetings' offers options for 'Virtual Backgrounds' (with a 'Explore Backgrounds' link and a grid of background images) and 'Custom Avatars' (with a 'Create Avatar' link and a grid of avatar images). Below this is a 'Zoom Filters' section. On the right, there is a 'Download Zoom' section with a 'Download Zoom' button and a 'Do not show again' option. Below that are 'Schedule', 'Join', and 'Host' buttons. A 'Personal Meeting ID' section shows the ID '484 420 5830'. At the bottom right, there is a 'Meetings' section with a 'Visit Meetings' link and a chat icon.



Hatua ya 2:

Weka maelezo ya mkutano

Search Support 1.888.799.9666 Contact Sales Request a Demo

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Home

My Products

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

[Back to Meetings](#)

Schedule Meeting

Topic

[+ Add Description](#)

When

Duration hr min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone



Hatua ya 3:

Weka barua pepe za walioalikwa

Meetings

Recording

Whiteboards

Notes

Clips

Docs

Tasks **NEW**

Discover More Products

> My Account

> Admin

> Support

When: 06/06/2025 8:00 AM

Duration: 0 hr 40 min

You can schedule meetings for up to 40 minutes each with your current Basic plan. Need more time?
[Upgrade to Zoom Workplace Pro](#)

Time Zone: (GMT-7:00) Pacific Time (US and Canada)

Recurring meeting

Invitees: Enter user names or email addresses
Please input at least 3 characters

Meeting ID: Generate Automatically Personal Meeting ID 484 420 5830

Template: Select a template

Whiteboard Add Whiteboard

Upgrade to Pro

Save Cancel



Hatua ya 4:

Bofya "Hifadhi" ili kuthibitisha kuunda mkutano

The screenshot shows the Zoom meeting creation interface. On the left is a sidebar with navigation options: Meetings (selected), Recording, Whiteboards, Notes, Clips, Docs, Tasks (NEW), Discover More Products, My Account, Admin, and Support. The main area displays meeting details: Topic (Meeting Subject), Time (Jun 6, 2025 08:00 AM Pacific Time (US and Canada)), Meeting ID (970 1666 4548), Security (Passcode ***** Show), Invite Link (https://zoom.us/j/97016664548?pwd=YdbsmApeQakKki64jfs8tumNwSb287,1), Add to (Google Calendar, Outlook Calendar (.ics), Yahoo Calendar), Meeting chat (Enable Continuous Meeting Chat), and Video (Host off, Participant off). At the bottom, there are buttons for Start, Copy Invitation (highlighted with an orange circle), Edit, Delete, and Save as Template.



Jinsi ya kujiunga na a **Kuza** Mkutano

Pakua Kuza:

Nenda kwa zoom.us/pakua au duka la programu la kifaa chako.

Jiunge kupitia kiungo:

Bofya kiungo cha mkutano kilichotumwa na mwenyeji.

Au

Weka Kitambulisho cha Mkutano:

Fungua programu ya Kuza → gusa Jiunge → weka kitambulisho cha mkutano na nambari ya siri.

💡 Kidokezo: Huhitaji akaunti ya Zoom kila wakati ili kujiunga tu.




Kuza Vidhibiti vya Mkutano

 **Nyamazisha/Rejesha:** Washa/zima maikrofoni yako.

 **Anza/Sitisha Video:** Washa/zima kamera yako.

 **Gumzo:** Andika ujumbe kwa kila mtu au kwa faragha.

 **Maoni:** Piga vidole gumba, piga makofi au inua mkono wako.

 **Shiriki Skrini:** Onyesha skrini yako (mwenyeji anaweza kuiwasha).



Kukaa Salama **Kuza**

Tumia vyumba vya kusubiri ili kudhibiti wanaoingia.

Usishiriki viungo vya mikutano hadharani.

Funga mkutano baada ya kila mtu kujiunga.

Tumia manenosiri thabiti kwa mikutano.

Rasilimali & Maswali

Nyenzo zinazoweza kuboresha matumizi yako ya Zoom:

[Kuza Video](#)

[Mwongozo wa Kiufundi \(Kituo cha Usaidizi\)](#)

Ili kufikia QUIZ ([BOFYA HAPA](#))



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